



**ASSISTANT UNITED STATES ATTORNEY  
UNITED STATES ATTORNEY'S OFFICE**

*District of Minnesota  
Vacancy Announcement Number 07-MN-02 AUSA*

**About the Office:** The United States Attorney's Office for the District of Minnesota serves the entire State of Minnesota. The permanent staff of the United States Attorney's Office for the District of Minnesota currently consists of the United States Attorney, the First Assistant United States Attorney, Criminal Chief, Civil Chief, forty-four (44) Assistant United States Attorneys, an Administrative Officer, and approximately fifty (50) administrative and clerical support employees. The headquarters for the United States Attorney's Office is located in the Federal Courthouse in downtown Minneapolis. Functionally, the Office of the United States Attorney for the District of Minnesota is divided into four divisions: a Criminal Division, a Civil Division, an Administrative Division, and a Community Relations Division.

**Responsibilities and Opportunities Offered:** The successful candidate(s) will be responsible for prosecuting a variety of complex criminal cases involving fraud and white collar crime, narcotics, firearms, immigration and violent crime, among other program areas. This is a permanent position. One or more positions may be filled from this vacancy announcement.

**Qualifications:** Applicants must have top academic credentials, possess a J.D. degree, be an active member of the bar (any jurisdiction), and have at least one year post-J.D. experience, which can include a judicial law clerkship. If the successful candidate is not a member of the Minnesota State Bar and is not eligible to become a member of the Minnesota Bar through reciprocity, he or she will be expected to favorably complete the Minnesota Bar examination at the next available opportunity following appointment to this position.

Applicants should possess superior oral and written communication skills and should demonstrate incisive analytical ability, excellent judgment, and strong prosecution skills. Applicants must exhibit the ability to work in a supportive and professional manner with other attorneys, support staff, and investigative agencies.

Applicants must have a demonstrated capacity to function, with minimal guidance, in a highly demanding environment.

**Travel:** Occasional travel within and outside of the District will be required.

**Salary:** Assistant United States Attorney's pay is administratively determined based, in part, on the number of years of professional attorney experience. The salary recruitment range is \$49,210.00 to \$130,243.00 (this amount includes locality pay) depending on experience.

**Location:** The duty station is Minneapolis, Minnesota.

**Relocation Expenses:** Relocation expenses will not be authorized.

**Application Process and Deadline Date:** Applications will be accepted by the U.S. Attorney's Office, District of Minnesota, **through 4:59 PM on the closing date of December 31, 2007.** Interview lists may be compiled to fill possible vacancies at the periodic cut off dates of: February 28, 2007, March 31, 2007, June 30, 2007, September 30, 2007, and then after the closing date of December 31, 2007. Positions will be filled on a rolling basis, and this vacancy announcement is subject to being recalled without prior notice once positions are filled. Therefore, applicants are encouraged to apply at their earliest opportunity.

A complete application packet will consist of the following:

1. Cover letter;
2. College and Law School transcripts;
3. Resume;
4. Writing sample; and
5. Three letters of recommendation.
6. If you are a current or prior federal employee please include a copy of your most recent SF-50 (Notification of Personnel Action), and your most recent performance evaluation.

Application material may be submitted under separate cover as obtained.

**Address Cover Letter To:**

RACHEL K. PAULOSE  
United States Attorney

**Mail Cover Letter and All Other Application Material To:**

U.S. Attorney's Office  
District of Minnesota  
Attn: Nicole A. Engisch, Assistant United States Attorney  
300 South Fourth Street, Suite 600  
Minneapolis, Minnesota 55415

NOTE: Please note on envelope "ATTORNEY APPLICATION."

**No phone calls please.**

**Internet Site:** This and other attorney USAO vacancy announcements can be found at:  
[www.usdoj.gov/oarm/attvacancies.html](http://www.usdoj.gov/oarm/attvacancies.html)

**Department Policies:** Assistant United States Attorneys generally must reside in the district to which he or she is appointed. See 28 U.S.C. § 545 for district-specific information.

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination based on sex, sexual orientation, color, race, religion, national origin, politics, marital status, disability, age, status as a parent, membership or

nonmembership in an employee organization, or personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions.